



Special Needs Facility Disaster Plan Checklist



All organizations must have an emergency management plan (also known as a Disaster Plan) so that patient/resident/client care can be continued effectively in the event of an emergency situation. Health care organizations that offer emergency services or are designated as disaster receiving stations must have an emergency management plan that addresses both external and internal disasters. The emergency management plan should be general and allow specific responses to the types of disasters likely to be encountered by the organization. Each facility should develop their plan on a risk based assessment.

Below is a general vulnerability/risk assessment to assist you with planning appropriately for your facility's specific hazards. We have completed the vulnerability assessment for hazards that are not affected by location and are generalized across the area. Please take the time to complete the balance of the assessment to provide your facility with a risk based approach to planning. Mark the page number where the information in question can be located.

Mitigation and Preparedness efforts should be focused to address the greatest risk first, but all hazards should be addressed unless the risk is zero. Mitigation efforts are those taken to minimize or eliminate the hazard or effect. Preparedness is done to address the balance of the risk and place appropriate contingencies in place to assure success.

Risk Assessment / Vulnerability Analysis

Hazard	Vulnerability (0-3)	Frequency (0-3)	Total (Vulnerability X Frequency)
Natural			
Flooding		3	
Hurricane – Storm Surge		3	
Hurricane – Wind		3	
Heat	2	3	6
Tornado	2	3	6
Winter Storm	2	2	4
Drought	1	2	2
Hail	1	2	2
Lightning	1	2	2
Technological			
Hazardous Materials – Pipeline		2	
Hazardous Materials – Fixed Facility		2	
Hazardous Materials – Hazardous Cargo Route		2	
Hazardous Materials – Rail		2	

Utility Outage (gas, water, Electricity)	2	2	4
Human Caused			
Large Scale Special Events	1	2	2
Terrorism	1	1	1

Use the following information to identify your vulnerability and frequency for Flooding, Hurricane – Storm Surge, Hurricane - Wind and Hazardous Materials:

Vulnerability

Frequency

Storm Surge -	Zone A	=	3	5 years or Less	=	3
	Zone B	=	2	6-25 years	=	2
	Zone C	=	1	26-100 years	=	1
	Outside	=	0	Rare	=	0
Wind -	< 50 Miles to Coast	=	3			
	50 – 75 Miles Inland	=	2			
	> 75 Miles Inland	=	1			
Flood	Floodway	=	3			
	100 Year Floodplain	=	2			
	500 Year Floodplain	=	1			
	Outside	=	1			
Hazardous Materials	<3000 Feet	=	3			
	< 1 Mile	=	2			
	< 5 Miles	=	1			
	> 5 Miles	=	0			

Direction and Control – One person who is designated in the plan that has overall responsibility for a facility’s response to a disaster.

- ☐ Page: ____ Who is responsible for the Overall Plan?
- ☐ Page: ____ Who has the authority on site 24/7 to make decisions for the facility internally?
- ☐ Page: ____ Does the facility monitor local weather conditions?
- ☐ Page: ____ Who is responsible for ensuring that residents get to safety?
- ☐ Page: ____ Who is responsible for medications?
- ☐ Page: ____ Has the facility assigned or designed a leadership structure: i.e. “chain of command”?
- ☐ Page: ____ Have provisions been made for emergency workers’ families (this will ensure that primary workers report to duty)?
- ☐ Page: ____ Are there any policies requiring essential personnel in the emergency plan to report to work? The name and title of the person in charge during an emergency and at least one alternate person or two should be designated in the plan.

Notification/Warning – Warning is the initial communication; whether it is received or dispatched from local authorities in regards to an emergency.

- ☐ Page: ____ How is the facility going to receive warnings (this includes off hours, weekends, etc.)? Page_
- ☐ Page: ____ Does the facility have a way to notify key staff?
- ☐ Page: ____ Can staff be contacted at anytime (24 hours)?
- ☐ Page: ____ Has an alternate communication system been established if regular communications is inoperable?
- ☐ Page: ____ How does the facility plan to communicate with potential shelter sites as well as the transfer of residents?
- ☐ Page: ____ How does the facility plan to alert residents and/or family member of actions that are taking place during a disaster?

Communication – What is done during a disaster that ensures an ongoing exchange of information?

- ☐ Page: ____ What will be the primary mode of communication within the facility, and can this mode of communication be continued without outside resources?
- ☐ Page: ____ Has the facility compiled a master list of occupants, occupants’ family members, decision-making staff, etc.; Is this list somewhere accessible to all staff; Is this list updated?
- ☐ Page: ____ Is there an agreement or plan to initiate and continue communication with outside authorities?

Sheltering Arrangements

- ☐ Page: ____ Does the facility plan to shelter in place for a hurricane?
- ☐ Page: ____ Are there existing and current memorandums of understanding with pre-designated alternate facilities?
- ☐ Page: ____ Is there a Contingency Plan if that alternate facility is unable to assist?
- ☐ Page: ____ Has the facility established a shelter-in-place procedures if requested to do so by local authorities?
- ☐ Page: ____ How will the facility maintain an emergency food supply (between 7 and 14 days)?

Evacuation

- ☐ Page: ____ Are you located in the Storm Surge or Hurricane Evacuation Zone areas?
- ☐ Page: ____ How do you plan to evacuate your facility? Will staff accompany residents?
- ☐ Page: ____ Do you have an agreement with host facilities? Where are host facilities located?
- ☐ Page: ____ How does the facility plan on maintaining mutual aid agreements with host facilities?
- ☐ Page: ____ Has criteria been established that determines frequency of evacuation drills?
- ☐ Page: ____ Does the facility have measures to keep track of residents once an evacuation has taken been initiated?

Re-Entry

- ☐ Page: ____ What measures will the facility take to ensure that their geographical area and facility is safe for re-occupation?

Transportation

- ☐ Page: ____ Does the facility have a plan to ensure that reliable, sufficient vehicles are available to evacuate all residents?
- ☐ Page: ____ If the facility does not own all the transportation needed for a total evacuation; does the facility have a contract or agreement with another institution for transportation?
- ☐ Page: ____ Is there an alternative transportation plan if primary plan fails?
- ☐ Page: ____ Does the facility have a secondary plan in case the first institution contacted can not perform as planned?
- ☐ Page: ____ How will the facility transport vital records, medications, and other vital provisions?
- ☐ Page: ____ Has the facility allocated resources to ensure that pets are evacuated?

Health and Medical Needs

- ☐ Page: ____ How does the facility plan to identify vital needs for its residents to continue critical care?
- ☐ Page: ____ Will the facility's staff accompany residents?

Resource Management

- ☐ Page: ____ Has the facility designated resources to enable a plan that accounts for accurate and detailed lists of vital supplies, staff, crucial equipment, and records?
- ☐ Page: ____ When is a detailed list of supplies updated? Is this a recurring update allocated for in the facility's plan?

Training

- ☐ Page: ____ Does the facility provide emergency/disaster specific training for key staff?
- ☐ Page: ____ Have all employees been made aware of their role during an emergency?
- ☐ Page: ____ Does the facility orientation have emergency/evacuation material built-in?
- ☐ Page: ____ Is there an annual review and update of the facility's disaster plan?
- ☐ Page: ____ Is the facility's Disaster Plan distributed?